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Approved For Release 2002/06/25 : CIA-RDP62-00631R000300150001-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO.

25X1A ☐ C/PS/OP
262 Curie Hall

DATE 23 December 1959

25X1A TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORWARDED

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Attached is Page 2, Tab C which you requested.

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regulations promulgated thereunder.

b. To this end, Section 6 of the Central Intelligence Agency Act of 1949, as amended, provides that the Agency shall be exempted from the provisions of sections 1 and 2, chapter 795 of the Act of August 28, 1935 (49 Stat. 956, 957; 5 U.S.C. 654), and the provisions of any other law which require the publication or disclosure of names, official titles, salaries, or numbers of personnel employed by the Agency. Accordingly, such separations will be carried out under the authority granted to the Director of Central Intelligence in section 102(c) of the National Security Act of 1947, as amended, which provides that notwithstanding the provisions of section 6 of the Act of August 24, 1912 (37 Stat. 555), or the provisions of any other law, the Director of Central Intelligence may, in his discretion, terminate the employment of any officer or employee of the Agency whenever he shall deem such termination necessary or advisable in the interests of the United States. Therefore, the standards governing such separations will be those set forth below exclusively, and no employee will be entitled to consideration under standards set forth in any other law or regulation, nor will any employee be entitled to appeal to the Civil Service Commission any determination of the Agency. Nor will any standards or procedures set forth herein have any application to involuntary separation actions carried out under the authority of Regulation . Nor shall the authority of this Regulation be invoked for separations which properly should be processed under the authority of Regulation . Termination of employment under this Regulation, R , shall not affect the right of the officer or employee to seek or accept employment

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in any other department or agency of the Government if declared eligible for such employment by the U. S. Civil Service Commission.

c. The record of past performance, accomplishments, and contribution to the mission of the Agency of each individual being considered for separation shall be thoughtfully weighed along with the assessment of current performance and potential.

d. Personnel shall be separated from employment as a result of manpower adjustments only after all possibilities have been exhausted for their reassignment to other positions commensurate with their skills and ability.

e. The employment of personnel shall not be jeopardized by reason of the circumstances or accident of the location of their assignments at the time personnel reductions are made.

3. APPEALS

An employee who has been notified of his separation after having been determined to be surplus under the provisions of this regulation may appeal the separation action in writing to the Director of Central Intelligence within thirty (30) days from the date of notification. The employee must give specific reasons upon which the appeal is based.

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- c. The record of past performance, accomplishments, and contribution to the mission of the Agency of each individual being considered for separation shall be thoughtfully weighed along with the assessment of current performance and potential.
- d. Personnel shall be separated from employment as a result of manpower adjustments only after all possibilities have been exhausted for their reassignment to other positions commensurate with their skills and ability.
- e. The employment of personnel shall not be jeopardized by reason of the circumstances or accident of the location of their assignments at the time personnel reductions are made.

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HANDBOOK
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PERSONNEL
Date

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SEPARATION OF SURPLUS PERSONNEL

1. APPLICABILITY OF PROCEDURES

a. The procedures given herewith shall apply to a Career Service if the personnel assigned to that Career Service exceed the number of spaces as given in the Career Service Staffing Authorization (CSSA) on the ninety-first day after the CSSA is approved or revised (R , paragraph 3b). The Head of the Career Service, in consultation with the Deputy Director concerned and the Deputy Director (Support), shall designate the grade levels and, if need be, the categories of specialization of personnel to be regarded as surplus.

b. These procedures shall also apply when, at the request of the Head of the Career Service and the Deputy Director concerned, the Director of Central Intelligence authorizes the reduction in number of a defined category of personnel in the interest of the long-range needs of the Service.

c. Civilian employees not assigned to Career Services shall be administered by the responsible operating official and shall be subject to the application of these procedures whenever it is determined that such personnel are excess to Agency requirements.

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2. ESTABLISHMENT OF RETENTION REGISTER

a. Definition. A retention register is a rank order listing of personnel in any category affected by a planned reduction. The ranking determines the order of precedence for retention by the Career Service, or, in the case of non-Career Service personnel, by the organization concerned.

b. Initial Ranking by Board or Panel. Rankings in order to establish registers may be initiated by existent Career Service Boards or Panels or by Boards specifically established by the Deputy Director concerned. These rankings shall be completed within forty-five days after the decision is taken to reduce the number of personnel in a given category. The Board or Panel shall assign each individual on the register to a specific position, going from highest to lowest except that the Board or Panel may employ the procedures outlined below whenever the register comprises twenty-one or more individuals:

Such registers shall be divided into ten sections. The Career Service shall assign individuals to each section, the first section containing those ranking highest, then downward to the last section which shall contain the names of those ranking lowest on the register, the sections to be as nearly equal in size as possible. Those sections at the lowest part of the register which comprise ten individuals or twice the number of individuals to be separated if this number be larger than ten will be consolidated into one group and a specific rank order of all individuals in this group from highest to lowest shall be established.

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c. Factors to be Considered. The Head of the Career Service, or operating official, shall ensure that the following factors are carefully weighed in establishing the ranking of personnel: (1) position performance, (2) qualifications; and (3) potential for future usefulness. To this end he shall provide to the Board or Panel specific, written instructions concerning the application of these factors.

3. REVIEW OF RETENTION REGISTERS

a. After the retention registers are complete, a committee of three disinterested senior officials appointed by the Director of Central Intelligence shall review the official personnel and other pertinent files of those individuals who have been placed in specific rank order in accordance with the provisions of paragraph 2, above. The committee shall give careful attention to the complete record of Federal employment and military service, as well as to the factors as prescribed by the Career Service Head or operating official concerned. The committee, by majority vote, shall revise the rank order of this group, if it deems such revision warranted, duly noting such changes as are made.

b. The Head of the Career Service, or operating official, shall then review the specific rankings as revised and noted and shall make and record such changes as he shall deem warranted.

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c. The Director of Personnel shall then review the Career Service retention registers as revised and noted by the committee and Head of the Career Service or operating official. In accordance with paragraphs 2 c, d, and e of basic regulation he shall ensure that every reasonable effort has been made to protect the interests of individuals being considered for separation and to retain in Agency employment those who qualify for positions in components or Career Services other than the one which has nominated them for separation. He shall recommend to the Director of Central Intelligence the separation of individuals who are deemed to be surplus to the Agency as being advisable in the interests of the United States.

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SEPARATION COMPENSATION

1. GENERAL

Among the personnel who are nominated for separation in accordance with the provisions of Regulation , Separation of Surplus Personnel, are individuals who, because of the nature and circumstances of their service with the Agency are at a disadvantage in making occupational transfers and may therefore be unable to command reasonable levels of earned income for an extended period of time following termination of Agency employment. Separation compensation, as authorized herein, is granted for the purpose of assisting such individuals during the process of their vocational reorientation.

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2. AUTHORITY

The authority to grant separation compensation is based on the authority of the Director of Central Intelligence to establish and administer compensation standards and is contained in the Central Intelligence Agency Act of 1949, as amended.

3. POLICY

a. The decision to grant separation compensation in any given case will be based solely upon a review of the nature and circumstances of the individual's employment in the light of the standards set forth herewith. The determination

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of the applicability of these standards in any given case is the sole prerogative of the Director of Central Intelligence or his appointed representative; however, an individual who is denied separation compensation may appeal such decision to the Director of Central Intelligence within 90 days, by submitting further evidence concerning the nature and circumstances of his employment.

b. Separation compensation will be granted to those personnel thirty years of age or more who have completed five or more years of satisfactory Agency civilian service and who, during the predominant period of their service, have been trained for and assigned to intelligence, operations or communications positions which are part of the overseas structure of the Agency's organization and who are to be separated for the purpose of achieving a balanced distribution of age and grade groups within that structure^{or} as a consequence of change in emphasis in the operational mission of the Agency.

c. Separation compensation may be granted to other individuals thirty years of age or more who are separated as excess to Agency needs, it being established that for a period of five years or more preceding separation they were assigned to duties which required the acquisition and application of skills for which requirements in other Government or commercial fields of employment are either rare or nonexistent and which effectively prevented them from studying, practicing, or otherwise developing or retaining proficiency in an established occupation or profession.

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4. RESPONSIBILITIES

25X1A In consultation with the Head of the Career Service concerned, the Director of Personnel will review the nature and circumstances of the assignment of each individual scheduled for involuntary separation in accordance with the provision of Regulation [] and, in appropriate cases, will recommend to the Director of Central Intelligence that separation compensation be granted.

5. COMPUTATION OF SEPARATION COMPENSATION

Separation compensation shall be at the rate of one-twelfth current annual **basic** salary for each year of continuous Agency service immediately preceding the separation excepting that:

- a. Separation compensation shall not exceed one year's salary.
- b. The Director of Personnel may recommend to the Director a lesser amount of separation compensation than that provided above when circumstances so warrant.
- c. Separation compensation to persons who, by reason of involuntary separation, are eligible for an immediate retirement annuity under the Federal Civil Service Retirement Act shall not exceed the difference between their terminal annual salary and the amount of annuity payable during the twelve months following separation.

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6. PAYMENT

Separation compensation shall be payable at the option of the individual as a single sum or as two variable installments thereof provided only that final payment shall be made no later than the month of January following separation.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/PS/OP
262 Curie Hall

NO.

DATE 22 December 1959

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 225 East

Attached is a revised copy of page 3, Tab C of the Manpower Control Study. A new paragraph, (3) has been added.

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